



Dear Parents/ Guardians

As always, we look forward to the opportunity to discuss with you your child's progress and how we can work together to improve outcomes for our students.

Our Parent Teacher Interviews were postponed this week due to the latest Covid-19 restrictions. We have planned telephone based interviews for the evenings during week 4. This should ensure we are able to give you timely feedback on your child's progress rather than risk further postponements and/or cancellations.

Parent/Teacher interviews (via telephone)

- Bookings for interviews will be made via SOBS Online Bookings (details with a link are provided below.)
- Each teacher will call you at your pre-booked time.
- A five-minute time slot will be allocated for each booking. Please understand that our teachers will be committed to other parents after this time.
- Booking time slots will run between 3:00pm – 6:00pm
- Bookings will run over a period of three days. The schedule is below:

| | | | |
|--------------------------|------------|------------------|--------------|
| Monday, 10 May | Science | Health & Phys Ed | Big Picture |
| Wednesday, 12 May | Arts | English | Technologies |
| Thursday, 13 May | Humanities | Maths | LOTE & SSTP |

If your child's teacher has not ticked the 'Interview Requested' box on the Interim Report and you would like to make an appointment to discuss their progress, you are welcome to make an appointment through the SOBS Online Bookings.

Parents who would like meet their child's teacher but are unavailable on these allocated days are encouraged to contact our admin office to arrange a mutually convenient time.

Missed Calls

- If you miss a call, please do not return the call that evening. Your teacher will be committed to other parents after this time.
- Phone lines used by teachers for these interviews are not their direct lines and will not be accessible to teachers the following day.
- To rebook an interview please contact our admin office. A new meeting to discuss your child's progress can be arranged with your teacher at a mutually convenient time.

Using 'SOBS' Online Bookings

Online bookings for interview times can be accessed from 2:30pm **Monday, 3 May.**

- Go to: [SOBS Online Bookings](#)
- Click on Parent/Teacher Interview Bookings
- Select the School (Halls Head College)
- Click on Parent Access to register
- Select the teaching staff and times that are available to you for interviews. (Teacher's names will be noted on the report)
- Ensure you click on 'SAVE' to confirm your appointment.
- You can request a confirmation email to be returned to you.

If you require assistance using SOBS Online Bookings, please contact our administration office on 9581 0600

Yours sincerely



Bronwyn White
Principal
Halls Head College

30 April 2021